BESPOKE PROPERTY MANAGEMENT (BPM) LIMITED

CLIENT MONEY POLICY

Bespoke Property Management (BPM) Limited ("BPM") is committed to safeguarding all client money entrusted to us. We recognise that client money belongs to our clients and those legally entitled to those funds, and we administer it with the highest standards of professionalism, integrity and financial governance.

As a RICS Regulated Firm and a member of the RICS Client Money Protection Scheme, BPM operates in accordance with recognised professional standards designed to protect client funds and promote transparency, accountability and confidence.

Our Commitment

We are committed to:

- Keeping client money separate from BPM's own business funds
- Holding client money only in designated client bank accounts
- Maintaining accurate and transparent accounting records
- Operating robust financial controls and segregation of duties
- Completing regular reconciliations of all client bank accounts
- Protecting client money against fraud, financial crime and unauthorised transactions
- Maintaining a clear audit trail for all financial transactions
- Continually reviewing our financial controls to reflect best practice and regulatory expectations

Financial Governance

BPM operates a comprehensive financial governance framework designed to ensure that client money is administered responsibly and securely.

Our arrangements include:

- Designated client bank accounts
- Dual-authorisation and delegated financial controls
- Monthly three-way reconciliations
- Independent verification of supplier bank details
- Secure online banking with multi-factor authentication
- Documented approval procedures
- Fraud prevention and cyber security controls

- Regular internal review of financial controls.

Interest on Client Money

Interest earned on client money is administered in accordance with the relevant lease, management agreement and the requirements of the RICS Client Money Protection Scheme.

Professional Standards

Our financial procedures are designed to comply with:

- RICS Rules of Conduct
- RICS Client Money Protection Scheme Rules
- RICS Professional Standards
- Applicable UK legislation
- HM Revenue & Customs Anti-Money Laundering requirements
- Good practice in financial governance and internal control

Further Information

If you have any questions regarding how BPM administers client money, please contact us using the details below.

Contact Details

12 St George Street

London

W1S 2FB

Telephone: 020 4592 0146

Email: management@bpm.london

Website: www.bpm.london